

**STATE OF NEW HAMPSHIRE INSURANCE DEPARTMENT  
21 SOUTH FRUIT STREET SUITE 14  
CONCORD, NEW HAMPSHIRE 03301**

***Payment by Electronic Funds Transfers (EFT)*** (Credit instructions, Debit instructions)

RSA 400-A:32-b Requires payment by electronic funds transfers in certain circumstances.

Chapter 248 of the Laws of 2005 added the following provisions to the Insurance Code effective January 1, 2006 and following:

“Insurers shall remit taxes by electronic funds transfer according to the following schedule:

- I. When the insurer had a tax liability in the prior tax year of **\$40,000** or more, effective January 1, 2006.
- II. When the insurer had a tax liability in the prior tax year of **\$30,000** or more, effective January 1, 2007.
- III. When the insurer had a tax liability in the prior tax year of **\$20,000** or more, effective January 1, 2008.”

***Tax Liability***

The tax liability is the total premium taxes payable for the prior calendar year less the credit for NH Business Enterprise Tax, the credit for the Community Development Financing Authority, and the credit for the Health Insurance Guaranty Fund assessment levied under RSA 408-B.

This amount appears on the following page and line numbers of the tax return:

Life & Accident & Health companies	Page 3, Line 35
Medical companies	Page 3, Line 35
P&C and RRG	Page 3, Line 32
Title companies	Page 3, Line 15

***Timely Payment***

To be considered timely, the tax payment must be deposited into the Insurance Department’s EFT bank account on or before the legal payment due date.

***Electronic Funds Transfer***

**ACH CREDIT**

The department allows electronic funds transfers by the following ACH Credit methods:

CCD+NHID EFT CCD.pdf  
CTX NHID EFT CTX.pdf  
TPX NHID EFT CCD.pdf--page 6

**NHID has no pre-authorization requirements for the ACH Credit method.** Each company must make its own arrangements with a bank or servicing firm to process the transfers. The company is responsible for depositing the funds into the Insurance Department’s EFT account on or before the legal due date of the payment.

**ACH DEBIT**

The department also allows payment by the ACH Debit method.

Each company choosing to use this method must submit a completed authorization form not later than two weeks prior to the initial due date. This is the form that authorizes the State Treasurer to initiate the ACH Debit transaction that will withdraw money from the company’s account. Once submitted, this form will remain in effect until such time as the company notifies the Department that the authorization is being revoked. Any revocation must be in writing and received by the Department not later than two weeks prior to the due date for which the revocation is effective. **However, while in force, the company should notify the department via e-mail of the exact amount to be withdrawn from the company’s account(s) on or before the first of the month of the payment due date. The notification e-mail address(es) are: [Norma.Stallings@ins.nh.gov](mailto:Norma.Stallings@ins.nh.gov) and/or [Janet.Colby@ins.nh.gov](mailto:Janet.Colby@ins.nh.gov)**

The prior authorization form can be found on our website.

The NH Insurance Department does not have an automated ACH Debit system as does certain other states. Instead, the Insurance Department utilizes the services of the New Hampshire State Treasurer’s Office to initiate and transact ACH Debits. The Department must transmit a listing of companies and amounts to the Treasurer’s Office not later than one week prior to the scheduled due date of the payment. Once the

treasurer receives this listing, the information is entered into software provided by our bank. The treasurer may then initiate a pre-note, if necessary. The ACH Debit transaction will be initiated by the treasurer on the last business day prior to the due date; i.e. the transaction would be initiated on a Tuesday, if the due date were Wednesday. However, when the due date falls on a weekend or holiday, the treasurer will initiate the transaction on the last business day prior to the due date; the transaction would be initiated on a Friday, if the due date were a Saturday or Sunday. The funds will be transferred from the company's account to the department's account after the close of business of the last business day prior to the due date."

The due dates for all ACH Debit transactions are as follows:

**SCHEDULED DUE DATE**  
March 15<sup>th</sup>

**ACH DEBIT DUE DATE**  
March 1<sup>st</sup>

These **ACH DEBIT DUE DATES** are effective for:

Submitting authorization forms.

**Submitting annual e-mail notification of amounts for withdrawal.**

Making changes to account numbers, banks, branches, etc.

Revoking an authorization.

***Premium Tax Return***

Companies participating in the EFT program **must also provide a hardcopy of the premium tax return to the department.** It is requested that these hardcopy forms be filed as soon as the completed forms are available, but not later than March 15<sup>th</sup>.